



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, CA 95825  
[www.ca.blm.gov](http://www.ca.blm.gov)

January 27, 2004

In Reply Refer To:  
1114P  
CA-912

EMS TRANSMISSION: 1/27/04  
Instruction Memorandum No. **CA-2004-013**  
Expires: 9/30/2005

To: ACOs

From: Deputy State Directors, Support Services and External Affairs

Subject: Use of Volunteers with BLM's Computer Systems

### **Program Area:** All

**Purpose:** This Instruction Memorandum issues direction for the use of Volunteers with the Bureau's computer systems, such as accessing and updating websites, mail list programs, databases, e-mail, and other electronic systems.

**Policy/Action:** Volunteers may have access to BLM's computer systems from inside the firewall (from a BLM office) by completing a "New User Request." (Send an e-mail message to the California Help Desk to obtain a New User Request form). Volunteers working on computer systems must work with and coordinate closely with the local program lead and/or webmaster. The line manager is ultimately responsible for the accuracy and relevancy of content in electronic systems.

Volunteers **may not have access to BLM's electronic systems from outside the firewall** through either dial-up or VPN access. This restriction is based on the Cobell lawsuit and guidance from the Department.

**Time Frame:** Effective immediately.

**Background:** The Bureau is presented with many opportunities to use volunteer labor with electronic systems such as updating web sites, maintaining and updating databases, e-mail, etc. Since such actions directly impact our network and policies established for access behind the firewall, it is essential that the BLM adhere to this guidance to maintain a secure environment.

**Budget Impact:** None

**Contact:** Questions and comments should be directed to Rob Cervantes, Chief Information Officer, State Office IRM (916) 978-4541 or Tony Staed, DSD External Affairs (916) 978-4611.

Signed by:  
Tony Staed and Karen Barnette  
DSD, External Affairs and DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management